

REQUEST FOR COURT RECORDS FORM
Yuma Municipal Court • 1515 S. 2nd Ave • Yuma, AZ 85364
Telephone (928) 373-4800 • Fax (928) 329-2876

In accordance with Rule 123(f) of the Arizona Supreme Court Rules of Court, a request to inspect or obtain copies of records that are open to the public shall be made in writing on a form provided by the custodian. A.R.S. 22-404B provides that a minimum fee of \$17.00 be charged for research in locating a document or for duplication of an audio record.

Pursuant to Rule 29, Rules of the Supreme Court, and the Supreme Court Records Retention and Disposition Schedule, records for criminal offenses more than 5 years after final adjudication and completion of sentence are not available. Records for DUI and domestic violence offenses more than 8 years after final adjudication and completion of sentence are not available. Records for civil traffic offenses more than 1 year after final adjudication and satisfaction of fines are not available.

1) Requested By: _____ Date of Request: _____

2) Address: _____ City: _____ State: _____ Zip Code: _____

3) A phone number you can be reached at: _____ Fax: _____

REQUEST RECORD(S) FOR THE FOLLOWING INDIVIDUAL/CASE:

Name: _____ Date of Birth: _____
(First) (Middle) (Last)

Case Number: _____ Complaint/Citation Number: _____

THESE DOCUMENTS ARE FOR:

- ☐ Personal, non-commercial use. I am aware of the penalties for conversion to commercial use.
☐ Commercial use. I certify that the specific use to which these documents will be put is: _____

CLEARLY MARK (X) THE REQUESTED RECORD(S) TYPE:

- ☐ **Request for violation history search, disposition(s) or computer case history report** \$ _____
(\$17.00 minimum Clerk/Research fee per case - **NON-REFUNDABLE**)
- ☐ **Compact Disc Recording** (\$17 per disc) \$ _____
- ☐ **Request for Sealed Letter- No Record** (Additional \$17 fee) \$ _____
- ☐ **Certified Copy** (Additional \$17 fee per case) \$ _____
- ☐ **Copy of original documents** (\$17 per case + .50 per page) \$ _____
- ☐ Citation ☐ Disposition/Sentencing Documents ☐ Plea Agreement ☐ Waiver of Counsel
- ☐ Other _____

TOTAL AMOUNT DUES: \$ _____

DELIVERY OPTION (SELECT ONE): ☐ Call for pick up ☐ Fax results ☐ Mail results

Documents will be held for thirty (30) days from the date of completion

Signature of requestor

Date

PLEASE NOTE:

ONLY ONE CASE PER REQUEST FORM- Request will be completed within 10 days.

Payments may be made in the form of money order, certified bank check or credit card (Visa, MasterCard, American Express or Discover Card). No personal checks accepted.

COURT USE ONLY

Completed On: _____ Completed by: _____ Total Due: _____